PO Entry – PO Number

PO ENTRY – PO NUMBER

1. This screen will indicate the PO # that was automatically assigned to your purchase order when you updated it. <u>Note:</u> You will only see the six digit PO number on the screen. If the vendor is an E-Procurement vendor, they will see a number with 11 digits (Example – 67000707195).   If they are not an E-Procurement vendor, then the PO number will be only six digits.
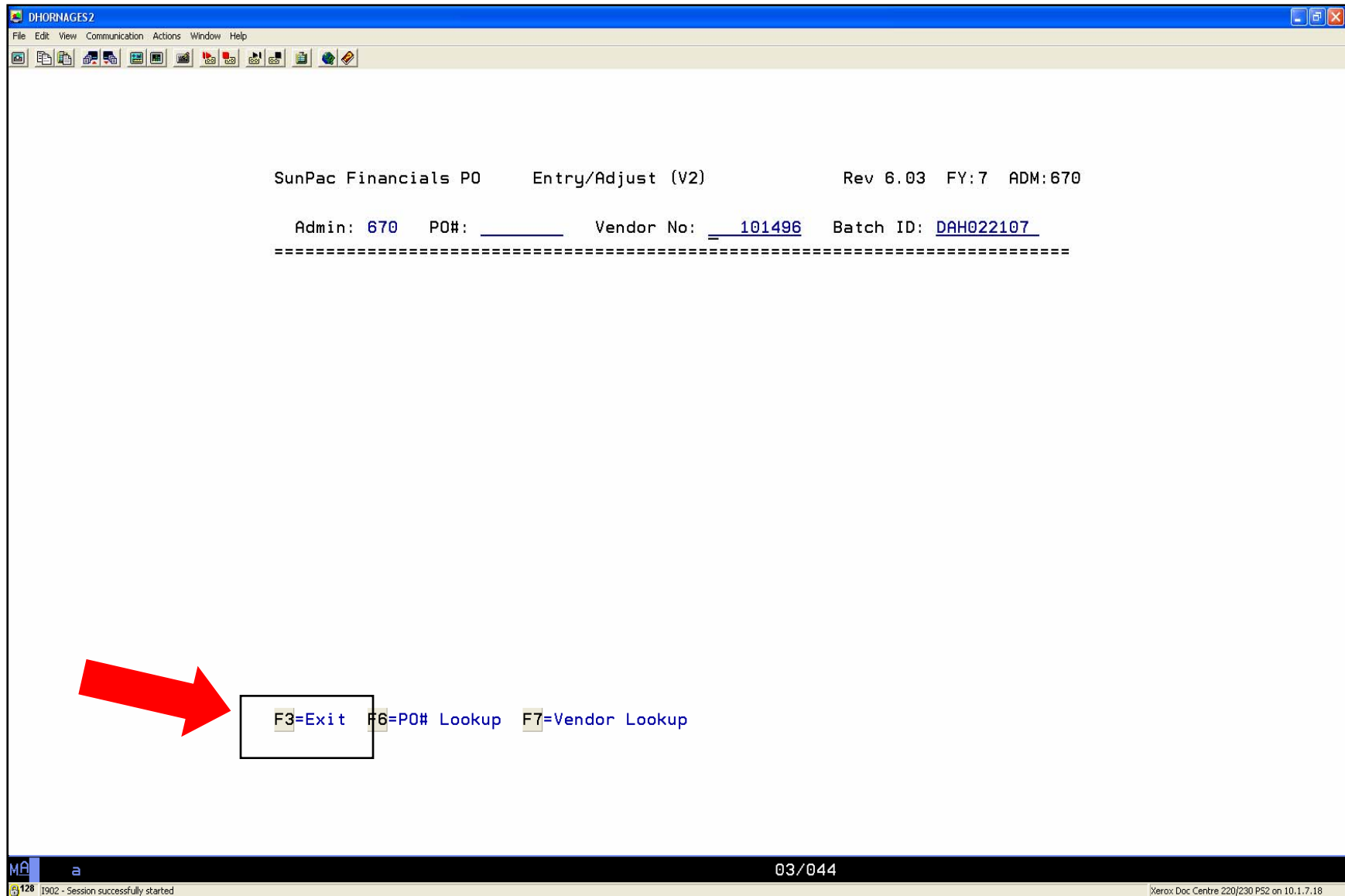
PO ENTRY – PO NUMBER

2. To enter another purchase order when you are on this screen, you must delete the PO #, and press "F7 Key" to lookup the next vendor number. If you know the vendor number already, type the vendor # and press "enter". Note: You do not have to key in the Batch ID again as it will stay the same until you completely go out of the "Entry/Adjust" screen.
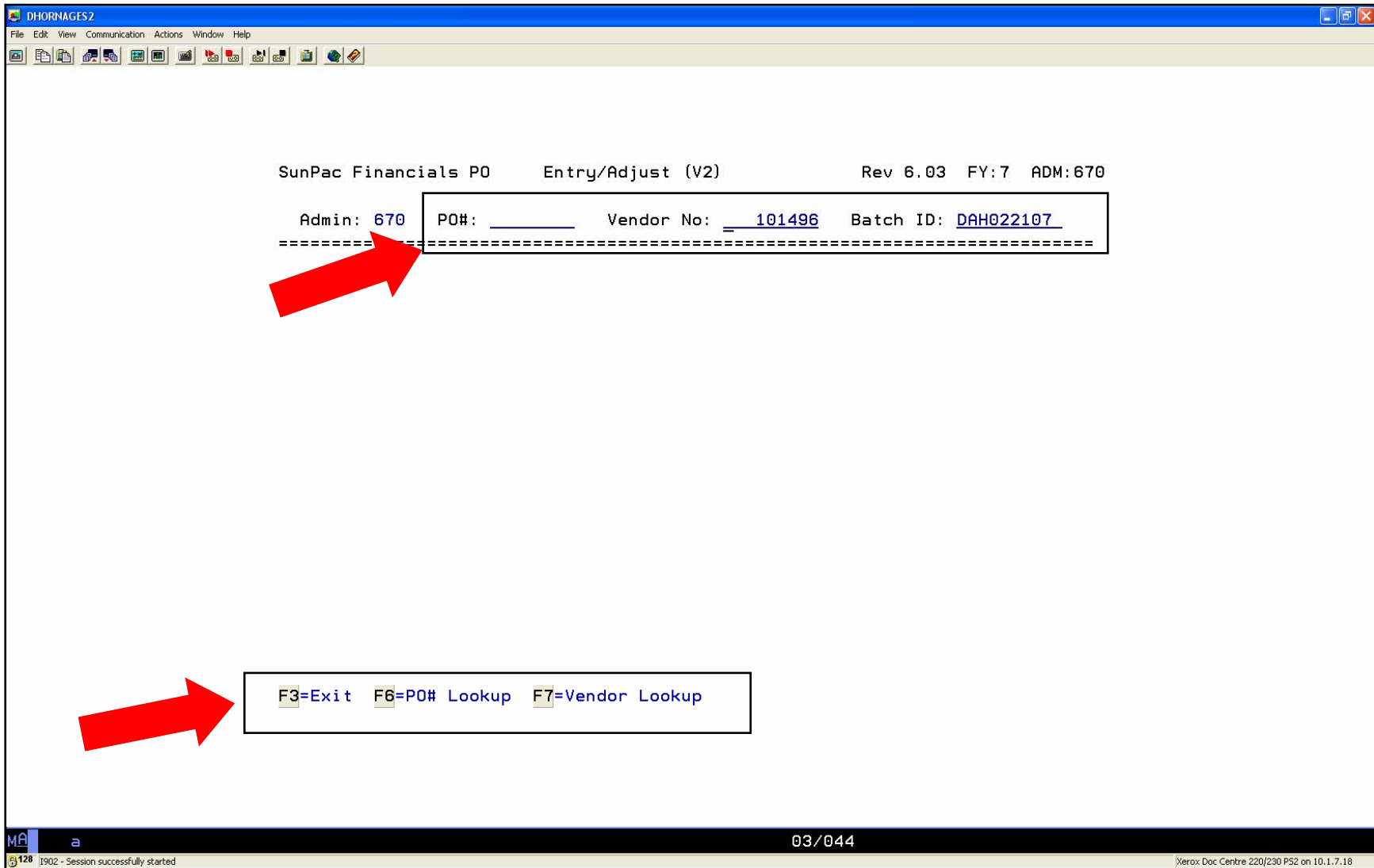
PO ENTRY – PO NUMBER

3. When you are done keying in PO's, you can exit the program by pressing the "F3 Key".

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DHORNAGES2
File  Edit  View  Communication  Actions  Window  Help




            SunPac Financials PO     Entry/Adjust (V2)            Rev 6.03  FY:7  ADM:670

               Admin: 670    PO#: _____     Vendor No: ___101496    Batch ID: DAH022107
               ==============================================================================

















                            F3=Exit   F6=PO# Lookup   F7=Vendor Lookup


MA      a                                                                03/044
128  I902 - Session successfully started                                              Xerox Doc Centre 220/230 PS2 on 10.1.7.18
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PO ENTRY – PO NUMBER

4. If you need to make a change to the PO, type the PO # and press "enter"

PO ENTRY – PO NUMBER

5. The PO information will show. (Example: The equipment needs to be shipped to "Fixed Assets" for tagging).

6. Make corrections needed and press the "F20 Key" (Shift + F8 Key) to update the PO. Answer questions that appear at the bottom of the screen.